

POSITION DESCRIPTION

POSITION: Fill In Registered Nurse
LOCATION: Stockbridge-Munsee Health Center
SALARY: \$23.75
Non-Exempt

POSTING DATE: 7-1-14
CLOSING DATE: until filled
PAY GRADE:

GENERAL RESPONSIBILITIES:

Provides professional nursing care in an outpatient clinic, following established standards and practices while supporting and contributing to the mission, philosophy, policies, and objectives of the Stockbridge-Munsee Health Center. The Registered Nurse will work under the supervision of the Ambulatory Nurse Manager.

DUTIES:

1. Administer prescribed medications and treatments according to approved Standards of Practice (professional, facility and department).
2. Utilize the nursing process to develop patient plans of care according to approved standards of practice.
3. Assist physicians during examinations and procedures.
4. Maintain complete and accurate medical records via electronic health record system and/or paper chart appropriately (document legibly, use concise terms, correct terminology, and approved abbreviations, initiate appropriate billing, etc.)
5. Maintain knowledge of organizational policies, regulations and procedures to administer patient care within the nursing scope of practice.
6. Assess and evaluate the environment to ensure patient safety and compliance with standards of practice.
7. Assess and identify the learning needs of patients and families in order to implement effective teaching methods that facilitate their learning needs for the purpose of explaining the preparation of tests and exams, the disease process and appropriate pharmacological interventions. Teaching methods need to be accurate, specific, and appropriate to patients' need and diagnosis. Assists others to implement appropriate teaching methods as well..
8. Establish and maintain effective working relationships with patients, medical staff and the public to promote efficient and quality patient care.
9. Fill-in on triage phone line.
10. Maintain licensure, BLS(Basic Life Support) certification.
11. Plan and maintain own continuous professional and technical knowledge and growth through participation in professional, educational, and technical programs pertinent to area of interest
12. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
13. Coordinates the Stockbridge-Munsee Health Center Nursing Department services and activities with the Ambulatory Nurse Manager.
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when reporting to work.
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.

18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Associate or Bachelor Degree in Nursing from a program accredited by the National League of Nursing.
2. Must hold a license to practice professional nursing in the State of Wisconsin.
3. Minimum of one (1) year clinical experience is required.
4. Basic life support certification required
5. Experience with electronic health record systems is preferred.
6. Knowledge of professional nursing theory and practice to give and evaluate patient care.
7. Knowledge of medical equipment and instruments to administer patient care.
8. Skill in identifying problems and recommending solutions.
9. Ability to assess specific age-related needs of patients.
10. Ability to react calmly and effectively in emergency situations.
11. Able to demonstrate ability to utilize safe and proper lifting techniques.
12. Must be able to adhere to strict confidentiality in all matters.
13. Must be knowledgeable of the Health Insurance Portability and Accountability Act (HIPAA).
14. Ability to communicate efficiently and effectively both verbally and in writing.
15. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
16. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
17. Must be willing to attend all applicable training.
18. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must be eligible for coverage under the employer's liability insurance.
20. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
21. Must be able to meet physical requirements of position.
22. Must abide by departmental and organizational safety, testing, and uniform guidelines.

SPECIAL QUALIFICATIONS:

This job is deemed a possible high stress position applicants are also required to meet the following qualifications:

1. Ability to work well under pressure.
2. Work with little or no supervision once the duties are all learned.
3. Ability to multi-task effectively.
4. Ability to take direction and instruction from a variety of people.
5. Have good telephone manners and patience with clients wishing to schedule an appointment, asking for records, or setting up orders and referrals.
6. Requires exposure to communicable disease or body fluids.

SUBMIT APPLICATION TO:

Human Resources
Stockbridge-Munsee Community
N8705 Moh He Con Nuck Road
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised Position: 10-24-00

Tribal Council Approved: 11-7-00